

School Administration**Supportive Administration and Supervisory Personnel****Supervisor of Buildings and Grounds – Job Description****Qualifications:**

1. Must have at least five years of facility work experience, with at least two years of that experience in a supervisory capacity.
2. Have demonstrated ability to organize and plan work schedules as a supervisor or in some other management position.
3. Have a working knowledge of construction planning, blueprints, drafting, bid requirements and other phases of construction.
4. Have a working knowledge of maintenance/custodial procedures and maintenance/custodial products.
5. Should be familiar with personnel and scheduling management.

Reports to: Director of Business Services

Supervises: All Custodial, Maintenance Personnel

Job Goal: To provide all students with a learning environment that is clean, safe and conducive to meeting the District's education goals and mission.

Job Responsibilities:

1. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of the custodial and maintenance staff.
2. Organizes and implements an operational protocol on proper operation and maintenance of school facilities for department personnel, building administrators, and staff.
3. Assists the Director of Human Resources to properly provide and maintain personnel records as required.
4. Schedules work routines for department personnel. Provides department personnel their designated work areas and provides a clear understanding of their cleaning and maintenance expectations.
5. Coordinates and approves vacation schedules for department personnel.
6. Prepares and administers the budget for maintenance and custodial services, including supplies, equipment, and capital/construction projects.
7. Organizes and implements a program of preventive maintenance.
8. Monitors all fuel oil purchases and deliveries.
9. Schedules the repair, inspection and cleaning of boiler equipment, elevators, and indoor/outdoor bleachers.
10. Directs the preparation of playing fields and other necessary facilities for athletics and other school related and community activities.

11. Supervises the receipt and storage of all maintenance and grounds material, supplies, and equipment.
12. Conducts regular inspections of all school facilities to insure safety and that they are meeting municipal and state safety codes.
13. Reviews on a regular basis all security precautions and procedures and recommends additions and/or changes to facility safety equipment and infrastructure.
14. Supervises and inspects the improvement and construction work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
15. Meets regularly with the Director of Business Services to discuss current and future projects.
16. In cooperation with the Board and Administrative team establish a 3-5 year long-range plan for capital expenditures.
17. Assists the Director of Business Services with all school district transportation services- and attends meetings with parents and bus contractor in regard to student bussing discipline problems.
18. Performs other duties as assigned by Superintendent, Administration, or as appropriate to the job assignment.

Terms of Employment: The Supervisor of Buildings and Grounds shall receive a 12-month full-time contract.

Policy Approved: **August 19, 1987**

Policy Revised: **April 26, 2007**
 March 18, 2013
 October 24, 2016